

# **2006 CORRECTION LIEUTENANT, JJC ORIENTATION GUIDE**

## **TABLE OF CONTENTS**

Introduction	1
When and where will the examination be held?	1
How is the examination developed?	1
Is there study material that candidates can use to prepare for the examination?	2
Are there any practice multiple choice questions?	2
What are the correct answers to the practice questions?	3
Will make-up candidates take the same examination?	3
How will the list be used to make promotional appointments?	4
What is the Department of Personnel's make-up policy?	5
Conclusion	5

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## ***Introduction***

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2006 Correction Lieutenant, JJC examination. The information in this booklet and the **Applied Knowledge Multiple-Choice Exam Orientation Guide** (available via DOP's web site [www.state.nj.us/personnel](http://www.state.nj.us/personnel) under the Jobs/Orientation Guides pull down menu) is designed to help candidates better understand the testing process and the types of questions they will encounter on the Correction Lieutenant, JJC examination. The examination will be designed on the basis of information obtained from a job analysis of the Correction Lieutenant, JJC position. We encourage candidates to carefully review this guide along with the Applied Knowledge Multiple-Choice Exam Orientation Guide and to take advantage of any and all opportunities to prepare for the examination.

### ***When and where will the examination be held?***

The **tentative** date to administer the Correction Lieutenant, JJC examination is **Late April/May 2006**. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Please note that candidates are NOT PERMITTED to bring phones, pagers, recording devices, etc., into the test center. Possession of one or more of these prohibited devices inside of the examination center may result in disqualification.

In addition, briefcases and other personal items should also be left outside of the test center. The Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conversations.

### ***How is the examination developed?***

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of Correction Lieutenant, JJC. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified and it is from these work components that a distinct examination has been developed. During the job analysis, senior correctional personnel ranked each Correction Lieutenant, JJC work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. The following components received high importance ratings. Also included is their relative weighting (rounded %). These weights will be reflected in the content and scoring of the examination.

## **2006 CORRECTION LIEUTENANT, JJC ORIENTATION GUIDE**

<b><u>Weight</u></b>	<b><u>Test Content</u></b>
20%	Standard Operating Procedures for JJC Correctional Facilities
20%	Supervision
15%	Scheduling
15%	Analysis of Written Material
15%	Effectiveness of Expression
15%	Report Writing

***Is there study material that candidates can use to prepare for the examination?***

The following sources are used by the Department of Personnel to develop test questions. A check with publishers prior to this guide being posted indicated sufficient quantities of the titles listed below. *[The Department of Personnel will not be responsible for the quantity of books available.]* Please note, however, that the development of all test questions will not be restricted to these sources.

New Jersey Administrative Code Title 13, Chapters 90, 91 & 95

New Jersey JJC Manual of Standards

**The Truth About Managing People**

Stephen P. Robbins – Pearson Education/Prentice Hall 2003

**Developing the Leader Within You**

John C. Maxwell – Thomas Nelson Publishers 1993

Thomas Nelson Publishers has informed us that there are no changes to the text of Developing the Leader Within You between the 1993 edition and the 2005 edition that is currently widely available. Candidates may refer to either the 1993 edition or the 2005 edition while they are studying for the examination.

***Are there any practice multiple-choice questions?***

The following three questions are sample questions that are similar to the ones that will appear in your examination.

**Sample Question #1:**

An officer under your supervision reports to you that she lost her State of New Jersey Firearms Unit Weapons Card, official photo identification badge. According to Standard Operating Procedures for JJC Correctional Facilities, when shall the officer notify the local law enforcement authorities and the Superintendent/Unit Chief or their designee?

- (a) Immediately.
- (b) Within a period of 3 hours.
- (c) Before completing his shift.
- (d) As soon as practicable.

**2006 CORRECTION LIEUTENANT, JJC ORIENTATION GUIDE**

**Sample Question #2:**

Which is the principal value of prompt, accurate, and complete reports? They

- (a) expedite official business.
- (b) provide good reference material.
- (c) are the mark of an efficient person.
- (d) impress superiors with the necessity for immediate action.

### **Sample Question #3**

You notice that an above average officer of 5 years seems to be distracted and distant at the last few squad meetings. Afterward, in private he tells you that he and his wife are having marriage difficulty. What is your next course of action?

- (a) Listen attentively and determine who is at fault.
- (b) Listen attentively and suggest professional counseling.
- (c) Discuss the issue in detail to see if it is drug or alcohol related.
- (d) Inform him that his private life is his own business and he must improve.

### ***What are the correct answers to the practice questions?***

The correct answer to sample Question #1 is **(d)**.

The correct answer to sample Question #2 is **(a)**.

The correct answer to sample Question #3 is **(b)**.

*NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.*

### ***Will make-up candidates take the same examination?***

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

## **2006 CORRECTION LIEUTENANT, JJC ORIENTATION GUIDE**

### ***How will the list be used to make promotional appointments?***

After you pass your exam, your name will go on a promotional list ranked by your final score (a composite of multiple-choice examination score and seniority score). This promotional list will last for 3 years from its promulgation date or until it is exhausted, whichever is sooner. However, for good cause, the promotional list may be extended by the Commissioner of the Department of Personnel for up to 1 additional year.

When your appointing authority (hiring agency) notifies DOP that it wants to fill vacancies, DOP sends them the names that are ranked highest on the promotional list. This is called a certification list. When your name appears on a certification list, it means that you may be interviewed and considered for promotion.

Also, when your name appears on a certification list, DOP will send you a Notification of Certification. You must contact the appointing authority in writing within 5 business days to express your interest. If you do not respond, your name may be removed from the promotional list.

If a Disabled Veteran or Veteran is the first name on the certification, the appointing authority must hire that candidate unless there is a very good reason not to. If there are no disabled veterans or veterans on a certification, the appointing authority can normally choose from among the top 3 candidates for each position.

**NOTE: All appointments will be conditional pending resolution of all scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.**

## 2006 CORRECTION LIEUTENANT, JJC ORIENTATION GUIDE

### *What is the Department of Personnel's make-up policy?*

Pursuant to N.J.A.C. 4A: 4-2.9, makeup examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Department of Personnel or appointing authority.
  - II. Death in the candidate's immediate family as evidenced by a copy of the death certificate; or
  - III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination as well as documentation from the candidate's employer noting the candidate's related leave from work.
- Military leave, which will be handled as stated in NJAC 4A:4-2.9(c).
  - Exoneration from pending disciplinary or criminal charges will be handled as stated in NJAC 4A:4-2.9(d).

If you require a make up examination please call the Make Up Unit at (609) 292-9467 within 5 days upon receipt of your Notification Card.

Please note that all requests for medical make up examinations must be accompanied by the Department of Personnel's Medical Authorization for Make Up Examination form completed by the treating physician. The Medical Authorization for Make Up Examination form can be obtained through the Make Up Unit or downloaded and printed from our website: [www.state.nj.us/personnel/forms/index.htm](http://www.state.nj.us/personnel/forms/index.htm).

### *Conclusion*

This orientation guide attempts to familiarize candidates with aspects of the Written Multiple-Choice Test, including some suggestions for preparation. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

#### *Some Additional Information*

*As part of the evaluation process for this testing program, the written examination may include some supplemental survey or test questions. If included, these will be used for research purposes only. That is, these questions will not affect the candidate's score. The survey questions will address candidate's satisfaction with the examination process.*

We hope that this Orientation Guide has been beneficial.